

CONSTITUTION AND BYLAWS
NATIONAL COUNCIL FOR ACCREDITATION OF COACHING EDUCATION

June 2010

ARTICLE I

Name

Section 1. The name of the organization shall be the NATIONAL COUNCIL FOR ACCREDITATION OF COACHING EDUCATION, hereinafter referred to as NCACE.

ARTICLE II

Purpose

Section 1. NCACE promotes and facilitates coaching competence within all levels of amateur sport by overseeing and evaluating the quality of coaching education programs.

Section 2. NCACE believes in, holds to be important, and values the following:

- The need for understanding, appreciation, and value of coaching education and qualified workers by all segments of the population.
- Service to member organizations through coordinated leadership and communication.
- The use of research based and experiential knowledge in the development and implementation of comprehensive coaching education programs.
- Quality coaching education programs delivered by competent, educated individuals.

Section 3. NCACE engages in activities consistent with the status of a charitable and educational organization as defined in Section 501(c)(3) of the Internal Revenue Code of 1954.

ARTICLE III

Membership

Section 1. Members of NCACE shall be organizations and individuals with interest in and commitment to quality coaching and coaching education.

Section 2. Members of NCACE shall be concerned with the advancement of the body of knowledge that relates to coaching and coaching education and support delivery of quality sport programs by qualified coaches.

Section 3. Organizations that provide or contribute to coaching education shall be organized into two segments: college/university and non-college/university.

Section 4. Organizational members may designate delegates to hold elective or appointed office

and one delegate to vote on NCACE business. Organizational members are eligible to apply for accreditation.

- Section 5. Patron member status is available to individuals who support the purpose of NCACE. Patron members may hold elective or appointed office, vote at the Delegate Assembly, and attend meetings of NCACE. Patron members are not eligible to apply for accreditation.
- Section 6. Additional qualifications for membership in NCACE may be established by the Delegate Assembly in accordance with the Constitution and Bylaws.

ARTICLE IV Delegate Assembly

- Section 1. The Delegate Assembly is the NCACE membership meeting and shall be convened at least once a year to elect members of the Board of Directors, effect changes in the Constitution and Bylaws, exercise veto power (by a 2/3 vote) over action taken by the Board of Directors, and initiative such business as it deems advisable in accordance with the Constitution and Bylaws.
- Section 2. Organizational members may designate one individual to serve as delegate to the Assembly.
- Section 3. Patron members may serve as delegates to the Assembly.
- Section 4. One half of the total number of organizational and individual members shall constitute a quorum.

ARTICLE V Officers and Executive Committee

- Section 1. There shall be three officers of NCACE: President, President-elect, and Past President.
- Section 2. The three officers, one additional Board of Directors member who shall be elected each year by the Board of Directors, and the Executive Director (ex-officio, non-voting) shall comprise the Executive Committee. Each member of the Executive Committee, except the Executive Director, shall have one vote.
- Section 3. The Executive Committee shall function for the Board of Directors in carrying out business between official meetings of the Board of Directors and performing such duties as the Board of Directors may authorize.

- Section 4. All actions and decisions of the Executive Committee must be approved by majority vote of the committee.
- Section 5. The President-elect shall be elected annually by the membership and serve a one-year term, beginning and ending at the annual Delegate Assembly.
- Section 6. The President-elect shall become President at the conclusion of his/her president-elect term. The President shall serve a one-year term beginning and ending at the annual Delegate Assembly.
- Section 7. The President shall become Past President at the conclusion of his/her president term. The Past President shall serve a one-year term beginning and ending at the annual Delegate Assembly.
- Section 8. Any vacancy on the Executive Committee, except for the Executive Director, shall be filled subject to the Constitution and Bylaws as follows. If the Past President is unable to complete the elected term of service, the President will ask former past presidents beginning with the most recent until a replacement is found to complete the term. If the President is unable to complete the elected term of service, the President-elect shall become the President for the remainder of the term as well as the term to which this President-elect has been elected. If the President-elect is unable to complete the elected term of service, an electronic vote of the membership shall be conducted as soon as possible for an individual to complete the term.

ARTICLE VI
Board of Directors

- Section 1. NCACE shall be administered by a Board of Directors composed of 5-8 members including President, Past President, President-elect, at least one representative from the college/university segment, and at least one representative from the non college/university segment.
- Section 2. It shall be the duty of the Board of Directors to initiate and transact business necessary for the conduct of NCACE. Other specific duties of the Board of Directors shall be set forth in the Board of Directors Operating Code.
- Section 3. Each at-large member of the Board of Directors shall serve a three-year term.
- Section 4. The President shall act as presiding officer of the Board of Directors and Executive Committee.

- Section 5. The President-elect shall serve as chairperson of the Structure and Function Committee.
- Section 6. The Past President shall serve as chairperson of the Nominating Committee.
- Section 7. An annual election for open positions on the Board of Directors shall occur prior to and in conjunction with the annual Delegate Assembly. The Nominating Committee shall be responsible for identifying qualified candidates for the open Board of Director positions following the procedures detailed in the Nominating Committee Operating Code.
- Section 8. If a member of the Board of Directors, except for officers, is unable to complete his/her elected term of service, a replacement shall be elected by the NCACE membership at the next scheduled election of the Board of Directors members.
- Section 9. The Board of Directors shall hire an Executive Director to provide oversight to NCACE operations and serve as an ex-officio, non-voting member of the Delegate Assembly, Board of Directors, and Executive Committee. The Board of Directors shall supervise and evaluate the Executive Director.

ARTICLE VII
Board of Directors Meetings

- Section 1. The Board of Directors shall conduct a formal business meeting at least annually.
- Section 2. The required notice for a formal business meeting is 14 days.
- Section 3. Official meetings may be held in-person or by telephone conference, videoconference, webinar, and e-mail.
- Section 4. More than fifty percent of the members of the Board of Directors shall constitute a quorum for the transaction of business.
- Section 5. Each member of the Board of Directors, except the Executive Director, shall have one vote.
- Section 6. Special meetings may be called by the President.

ARTICLE VIII
Standing Committees, Ad Hoc Committees, and Task Forces

- Section 1. There shall be a Nominating Committee and Structure and Function Committee. Other standing committees may be constituted as authorized by the Board of Directors in accordance with the Constitution and Bylaws.

Section 2. The Operating Codes shall set forth the purpose, organization, and conduct of business of the respective units, and procedures for amending these documents. Such codes and/or amendments shall be submitted to the Board of Directors for approval.

Section 3. Ad hoc committees and task forces shall be appointed by the President in consultation with the Board of Directors. Ad hoc committees and task forces shall be discharged at the completion of their task and after a final report has been provided to the President.

ARTICLE IX Accreditation Review Procedure

Section 1. NCACE shall publish guidelines for coaching education and accreditation. In addition, other materials may be published as needed to serve its members as directed by the Board of Directors and consistent with NCACE policies.

Section 2. The Board of Directors shall appoint at least one Portfolio Review Coordinator for a three-year term.

Section 3. The Portfolio Review Coordinator shall have responsibility for review of submitted coaching education programs including adjudicating the reviews conducted by the reviewers, writing the summary report, and making a recommendation to the Board of Directors regarding accreditation status based on the review process.

Section 4. The Portfolio Review Coordinator shall have responsibility for providing training workshops for prospective applicants and portfolio reviewers.

ARTICLE X Finances

Section 1. NCACE shall derive income from membership, registry, and review fees as approved by the Delegate Assembly. Other income may be generated through sources identified and pursued by NCACE as approved by the Board of Directors and within the framework of the NCACE fiscal policies.

Section 2. The Board of Directors shall have fiduciary responsibility for NCACE including development and implementation of an annual budget.

Section 3. The fiscal year shall be from January 1 to December 31.

Section 4. No part of the net earnings of the NCACE shall inure to the benefit of any member,

sponsor, donor, delegate, creator, director, employee, or other individuals.

Section 5. An independent, official audit of the financial transactions shall be conducted at the end of each fiscal year.

ARTICLE XI
Parliamentary Authority

Section 1. Robert's Rules of Order, newly revised edition, shall be the parliamentary authority for all meetings.

ARTICLE XII
Amendments

Section 1. The Constitution and Bylaws may be amended at any official meeting of the Delegate Assembly provided its members have been sent in writing the proposed changes at least 21 days prior to the meeting. Action on proposals will be taken provided that there is a quorum. An affirmative vote equivalent to two-thirds of the votes cast shall be required for amendment. Should, in the opinion of NCACE and its legal counsel, amendments be required for the purpose of qualifying or retaining qualification under Section 501(c)(3) of the Internal Revenue Code of 1954 or any successor provision thereto, such amendments, as promulgated by NCACE, will become a part of the Constitution and Bylaws, with or without the consent of the members.

ARTICLE XIII
Dissolution

Section 1. On the dissolution of NCACE, the Board of Directors shall have the authority to develop and implement plans for dissolution that fully protect the integrity of NCACE and its Board of Director members, and which are consistent with the Internal Revenue Code.